

POSITION TITLE: ENGINEERING SPECIALIST III -
Fire Protection

DEPARTMENT: Facilities Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 022583

Performs complex engineering work. Work involves organizing programs, activities, studies, and projects; collecting and validating engineering data; planning and design functions; conducting inspections and materials research and testing; and construction or fabrication work. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

- A. Oversees, inspects, schedules, assigns, prioritizes, and participates in general maintenance, repair, and inspecting of all fire safety equipment for the agency; maintains and provides for the safe condition and operation of all fire safety systems to include preventive, corrective, and emergency maintenance; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises inmate maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Assists in maintaining security of assigned inmates.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Five years full-time wage-earning experience in the inspection, maintenance, or repair of fire alarm systems or fixed fire suppression systems. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of experience on a year-for-year basis for a maximum substitution of two years. Major course work in Fire Science.

or

Completion of a program in fire alarm systems administered by the National Institute for Certification in Engineering Security Association National Training School and three years full-time, wage-earning experience in the inspection and maintenance of fire alarms and fire suppression systems and equipment.

3. Experience in the supervision of inmates preferred.
4. Current Texas State Fire Marshal Fire Alarm Technician (FAL) License.
5. Must be able to obtain a Texas State Fire Marshal Type B, Portable Fire Extinguisher Licensee (FEL-B) within 2 months of employment and a Type K, Cooking Systems (FEL-K) within 8 months.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of fire and safety regulations and procedures.
2. Knowledge of local building codes.

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3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of equipment, tools, and test equipment.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include test gauges, miscellaneous hand tools, computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.